THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR05814494** DATE POSTED: **10/16/17**

POSITION NO: 236208 CLOSING DATE: **OUF**

POSITION TITLE: **Building Maintenance Supervisor**

DEPARTMENT NAME / WORKSITE: DNR / Navajo Parks and Recreation Department / Monument Valley, AZ

WORK DAYS: Varies REGULAR FULL TIME: ☑ GRADE/STEP: AB62A

WORK HOURS: Varies PART TIME: ☐ NO. OF HRS./WK.: $ 34,028.80 PER ANNUM

SEASONAL: ☐ $ 16.36 PER HOUR

TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work and monitoring in the planning, organizing and to oversee the maintenance and repairs of facilities at tribal park areas and facilities; to fulfill the goals and objectives for the Maintenance program; to plan, prepare and develop the project schedules for special events at the Parks facilities so that the events are safe environments for the general public; to carry out a share of work performed at the senior level; to determine project priorities; plans project requirements and requisitions for required work materials, parts, tools and equipment; floor plans, estimates for materials to be utilized and scope of work; to schedule delivery of materials ordered for projects at various tribal park areas and interprets rules and regulations, polices and procedures and directives to assigned staff with the program. Supervisor will plan, implement and maintain the preventive maintenance program for the Administration offices and tribal park areas, will identify problems and recommend alternative ways to removable facilities; to enforce safety, practices and enforce the procedures; to perform quality control and monitor the productivity and inspects projects for completeness, quality of work and compliance with applicable condes and standards; oversees maintenance of construction projects records. Will assist with the planning, implementing and conducting the in-service and related training; provide technical assistance, guidance and direction to construction staff; supervises, trains, schedules and evaluates construction staff; participates in work assignments as needed; will address and resolve service complaints and issues; prepares required reports, inspects projects, facilities and equipment; to attend department staff meetings as required. Will be flexible on working hours and work days during special events sponsored by the department. Perform the personnel management function; regularly evaluate all staff to ensure their adherence to personnel policies and procedures; work assignments, and job description, perform quarterly employee performance evaluations, determine strength/weakness and prepare individual employee development plans, including training and other incentive efforts; meet with staff on a bi-weekly basis to review maintenance operations throughout the tribal park, short and long range plans, and department news; and other duties assigned by supervisor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and four (4) years of progressively responsible journey level construction or maintenance experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- Must possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of federal building maintained, remodeling, and repair codes; of occupational safety and health practices and standards; of environmental protection practices and procedures; of grades and qualities of a variety of materials, supplies and equipment; of basic trade code standards related to electrical, plumbing, roofing, etc.; and of maintenance, operation and utilization of a variety of equipment, power and hand tools. Skill in reading and interpreting facility and building blueprints, schematics and designs; in following verbal and written directions; and in establishing and maintaining effective working relationships. Skills in developing budget for maintenance and labor costs

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.